



CITY OF HOUSTON

Job Posting

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Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	SENIOR LIBRARY SERVICE SPECIALIST
Posting Number	PN# 107190
Department	Library
Division	Central Services
Section	Business, Science and Technology
Reporting Location	500 McKinney
Workdays & Hours	Rotating Schedule*

*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Provides reference service and information on library activities, facilities, policies and services to customers in person and by mail, telephone and electronic means. Assists customers in the use of reference sources such as indexes, bibliographies, library catalog, CD-ROM and online databases. Assists in collection development/maintenance activities, statistics. Performs other functions essential to the efficient operation of the library. Requires some evening and weekend (Saturday and Sunday) work.

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WORKING CONDITIONS

Position requires stooping, bending and lifting library materials up to 20 pounds; pushing loaded book trucks up to 100 pounds. Must be able to move freely throughout the unit to file/retrieve library materials. Must be able to use a computer to access/input information. Must be able to communicate effectively orally and in writing.

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MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Library Science or a closely related field.

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MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of experience in professional library work is required. Directly related professional experience may be substituted for the education requirement on a year to year basis.

MINIMUM LICENSE REQUIREMENTS

None.

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PREFERENCES

Texas Driver's License. Customer/public service experience. Current computer skills, including Microsoft Windows and Office (Word, Excel and Access). Familiarity with Innovative Interfaces software.

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SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

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SAFETY IMPACT POSITION

☐ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

	<u>Salary Range - Pay Grade 16</u>	
\$1113 - 1446	Biweekly	\$28,938 – 37,596 Annually

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OPENING DATE

October 19, 2005

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CLOSING DATE

November 1, 2005

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APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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